

**Charbel Sattouf**  
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## EDUCATION

August 2018 **American University of Technology (AUT) – HALAT – Lebanon**  
B.A. in logistics and supply chain management

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## WORK EXPERIENCE

**Atyaf AL Gheed (sales agent for Givaudan) – Baghdad – Iraq**  
***Procurement and Supply chain coordinator (July 2020 – May 2021)***

- Planning and managing all the purchased orders from factory to warehouse
- Tracking, tracing and preparing weekly reports on the status of incoming shipments
- Determine efficient cost-effective methods of moving goods from one location to another
- Negotiate with suppliers to ensure having the best prices
- Update the warehouse about the upcoming shipments
- Ensuring high quality of supply chain process
- Preparing monthly data analysis to study the market need

**Net Logistics – Beirut port (free zone) – Lebanon**  
***Regional customer executive – (August 2018 - June 2020)***

- Handling shipments from all over the world especially to Iraq, Dubai, Jordan, and Lebanon
- Keeping the customer updated on his shipments
- Submitting all the documents needed at the right time
- Negotiating with other forwarders for better quotations
- Handling export and import process
- Custom clearance in Dubai, Iraq and Lebanon
- Preparing weekly and monthly reports for the upcoming shipments

**Fattal Group – Sin el fil – Lebanon**  
***Internship – (2018)***

- Following up on all the orders (ETA/ETD-Documents)
- Applying insurance policy on the shipment
- Checking on the BL and all the documents required

**Josons – Jounieh - Lebanon**  
***Procurement officer (2017-2018)***

- Purchasing orders after studying the market need
- Preparing and packaging orders for export shipping
- Checking the PL during the offloading of the shipment

## LANGUAGES AND COMPUTER SKILLS

**Arabic** Mother tongue

**English** Fluent

**French** Fluent

**Computer skills** Excel – Word - PowerPoint

## ACTIVITIES & INTERESTS

Professional mountaineer and rock climber